

The purpose of this data collection is to gather information required for Textbook Reimbursement by student.

### Audience

Public schools, accredited Nonpublic schools, Freeway schools, and Charter schools should report data for students being educated in grades K-12.

### Instructions

The student data from the previous year, have been advanced a year for use to provide a starting point for supporting documentation for the 2007-2008 school year (i.e. the grade level from has been adjusted 1 grade). When available, you can obtain this data file in the Application Center under Administration, Retrieve Student Data Menu. Select Textbook Reimbursement Data for the file type. The data must be modified to add new students, eliminate students no longer eligible for textbook reimbursement, and modified for students who were not promoted at the end of the 2005-2006 school year. Upon completion of all student information, transfer the file in the Application Center under the Data Transfer Menu. **Note: the Summary Claim Form for Textbook Reimbursement is also located in the Application Center under the Data Transfer Menu.** The summary claim form will be populated from the data submitted by student. **An entry into the claim form cannot be made until student data has been submitted.**

The **required collection period** begins **October 1, 2007**, through **October 30, 2007 12:00 p.m. (EST)** which is the final collection date. During this time you are required to submit a file and review the processing results for errors. The file may be in any of the formats contained in this document and must contain all the fields in the order described. **In addition, the STN number must exist in the STN Lookup in the Application Center.** If there are errors or inaccuracies you may correct the data file and resubmit the file until the end of the day of the final collection date. Additionally, you are required to review the reports in the Message Center for accuracy. These reports are provided for you under Reports and should be approved by the responsible person(s).

The **required signoff period** begins **October 31, 2007 8:00 a.m. (EST)** and will end **November 9, 2007 8:00 a.m. (EST)**. The Division of Financial Management, Analysis & Reporting requires the **Textbook Reimbursement Claim Form** be signed by the Superintendent and mailed to their division (see reference section for address). Click on Data Transfer, Textbook Reimbursement Claim Form, then printable view for the report with a signature line and mailing address. The signed report should not be altered in any way. The report must reflect the report totals in the Application Center. **Any corrections or additions to the DOE-TB data after returning the printed report will require another signed and returned report.** Functionality in the Application Center will allow the student data to be downloaded, reports to be printed for documentation, and tracking the periods of the collection.

### Textbook Reimbursement

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student  <b>Required Field: Yes</b>	The stn number must exist in the STN Lookup
2	Student Last Name	20	<b>Allowable Characters Are:</b>  A – Z, a - z, ' (apostrophe), / (slash), - (hyphen), and Space  <b>Required Field: YES</b>	The name suffix should not be included in this field. Any occurrence of a name suffix in the last name (Jr, Sr, etc) will automatically be separated from the last name when the file is processed.
3	Student First Name	15	<b>Allowable Characters Are:</b>  A – Z, a - z, ' (apostrophe), / (slash), - (hyphen), and Space  <b>Required Field: YES</b>	
4	Living with Parent	1	Student lives with Parent or Guardian  <b>Allowable values are:</b> Y or N  <b>Required Field: Yes</b>	

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
5	Grade Level	2	<p>Data Type: Alpha-Numeric</p> <p><b>Allowable values are:</b>            KG = Kindergarten            01 = Grade 1            02 = Grade 2            03 = Grade 3            04 = Grade 4            05 = Grade 5            06 = Grade 6            07 = Grade 7            08 = Grade 8            09 = Grade 9            10 = Grade 10            11 = Grade 11            12 = Grade 12            13 = Grade 12+/Adult</p> <p><b>Required Field:</b> Yes</p>	<p>Pre-Kindergarten (PK) are <b>NOT</b> reported for Textbook Reimbursement.</p> <p><u>Grade 12+/Adult:</u> These may be students who received <i>Certificates of Achievement</i> or <i>Course Completion</i> and who have returned for further education and to possibly earn a regular or other diploma. Adult students attending Adult Education Programs and being reported to Adult Education should not be reported on the DOE-TB.</p> <p>Eligible Grade 12+/Adult (13) that can be reported on the DOE-TB will be <b>COUNTED</b> in Grade 12. Schools should report Textbook reimbursement for students being educated in grades K-12.</p>
6	TANF or Food Stamp Case Number	16	<p><b>Allowable values are:</b>            0-9, A-Z            Blank</p> <p><b>Required Field:</b> Yes</p>	<p>Example:            1010003333ADCR02 for TANF            101003333FS02 for Food Stamps</p> <p>Blank when Social Security supplied in field 7 or field 9=Y</p>
7	Social Security Number of Adult Household Member	9	<p><b>Allowable values are:</b>            0-9            Blank</p> <p><b>Required Field:</b> Yes</p>	<p>Parent or Guardians Social Security Number</p> <p>Blank when TANF or Food Stamp number supplied in field 6 or field 9=Y</p>
8	Free/Reduced Meals	1	<p>Does the student qualify for Free or reduced meals?</p> <p><b>Allowable values are:</b>            Y or N</p> <p><b>Required Field:</b> Yes</p>	
9	No SSN	1	<p>The Parent or Guardian <u>does not</u> have a Social Security Number.</p> <p><b>Allowable values are:</b>            Y or N</p> <p><b>Required Field:</b> Yes</p>	<p>Y = Yes, field 7 <u>does not</u> contain the SSN</p> <p>N = No, field 7 contains the SSN</p>
10	School Number	4	<p>State Assigned School ID</p> <p><b>Required Field:</b> Yes            Optional for Public schools            Required for nonpublic schools</p>	School building where the student is located.

**References:**

STN Calendar

Definitions and instructions (Supplied by the Division of Financial Management)

Indiana School Laws and Rules

Mailing Address for the **Report of Textbook Reimbursement for the 2006-2007 School Year**  
 Office of Financial Management, Analysis & Reporting  
 Room 229, State House  
 Indianapolis, IN 46204-2798


## Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

### Comma Delimited Format

000106001,Burns,Larry,Y,KG,1010003333ADCR02,333563333,Y,N,0001

### Positional Format



000106001Burns Larry YKG1010003333ADCR02333563333YN0001

### XML Format

#### Format excluding the school number

Note : The corporation number <Corporation Id> is an additional field on all XML Files and is required.

```
<XIF_TBData>
  <Corporation Id="">
    <Student STN="">
      <StudentInfo Last="" First="" Grade="" LiveParents="" />
      <ParentInfo TANF="" SSN="" FreeMeal="" NoSSN="" />
    </Student>
  </Corporation>
</XIF_TBData>
```

#### Format including the school number

```
<XIF_TBData>
  <Corporation Id="">
    <School Id="">
      <Student STN="">
        <StudentInfo Last="" First="" Grade="" LiveParents="" />
        <ParentInfo TANF="" SSN="" FreeMeal="" NoSSN="" />
      </Student>
    <School Id="">
  </Corporation>
</XIF_TBData>
```

## CHANGE HISTORY

The following section contains a history of changes made to the DOE-TB Data layout from the prior version.

Version	Change History
08.01.07	Due dates changed for 07-08 collection Trial period removed Instructions changed for collection period and signoff period
	<b>Start of 07-08 Collection</b>
08.16.06	Layout changed to include optional school number. Formats changed to include school number.
05.30.06	Dates changed for 06-07 collection year. Instructions for submitting student data to populate part I
	<b>Start of 06-07 Collection</b>
09.27.05	XML changed.
08.11.05	Audience section includes Freeway schools.
07.21.05	This is the Original Collection Document for the STN Application Center.

Version	Change History
	Start of 05-06 Collection
	The requested information was provided on diskettes supplied by the Division of School Finance.